



JOB ANNOUNCEMENT

COASTAL PROGRAM MANAGER SOUTH CENTRAL COAST DISTRICT OFFICE VENTURA

FULL-TIME, PERMANENT POSITION

The California Coastal Commission is offering an exciting opportunity to participate in planning and regulating development on California's dramatic and resource-rich South Central Coast. The South Central Coast District office has responsibility for carrying out requirements of the California Coastal Act in Ventura, Santa Barbara and Los Angeles (Malibu/Santa Monica Mountains) Counties. This is a supervisory and management position with broad responsibilities for analyst supervision and personnel oversight, general administration of Local Coastal Program planning and permit regulatory work in the South Central Coast District including project management, coordination with other agency units (e.g. legal, enforcement, technical services), participating in agency-wide senior staff meetings and coordination, external communications with the District, as well as backup coverage of the Deputy Director responsibilities as required. Oversight, review, and editing of staff recommendations are required. In addition, attendance at Coastal Commission meetings and making staff presentations may be required. The person in this position will supervise the District staff, reporting directly to the Deputy Director. This Coastal Program Manager position is located in Ventura.

The South Central Coast District staff is responsible for carrying out a permit program for new development proposed in areas such as tidelands, wetlands, and other areas where the Coastal Commission maintains original or appellate coastal permitting authority. The District staff also is responsible for monitoring and assisting the coastal permitting programs of the fifteen coastal jurisdictions (cities, counties, universities and harbors) included in the two South Central Coast District counties and the Malibu/Santa Monica Mountains Area within Los Angeles County. Responsibilities of the South Central Coast District staff include the review of local government coastal development permits that are appealed to the Coastal Commission. In addition to the regulatory program, the District staff is responsible for the review of Local Coastal Program submittals from the South Central Coast jurisdictions. Due to the size of the District, a significant amount of travel and fieldwork is required.

The duties of the Coastal Program Manager include the following:

- Supervise the Local Coastal Program and coastal permit-related work of the South Central Coast District staff, ensuring that applicable deadlines and performance standards are met.
- Analyze the more complex coastal permit applications and Local Coastal Program submittals and prepare complex staff reports for action by the Coastal Commission.
- Oversee the monitoring of coastal regulatory and planning programs of cities and counties in the District and supervise participation through means such as commenting on proposed developments under review at the local level and assisting local government planners in interpretation of Coastal Act and Local Coastal Program policies.
- Coordinate with the Agency's Enforcement Unit concerning investigation of violations of the Coastal Act and/or coastal permits and recommendations for resolution of such violations.
- Provide information to permit applicants and members of the public regarding the Coastal Commission's regulatory and planning programs.
- Take a pro-active approach to identifying and solving problems of Local Coastal Program interpretation and implementation.
- Gather data and prepare reports on various matters related to the Coastal Commission's mission.

- Personnel and Office management in the South Central Coast District, including direct supervision of coastal program analysts III (supervising analysts) and support staff.
- Provide backup coverage of South Central Coast Deputy Director responsibilities as required.

Desired Qualifications:

- Knowledge of management and supervisory techniques and the ability to effectively plan, motivate, and organize the work of others.
- Knowledge about the Coastal Act, environmental impact analysis and regulation, land use planning in California and the means of implementing Local Coastal Programs, such as zoning and other legal and regulatory processes.
- Familiarity with the functions and relationships of federal, state, regional, county, and city governments and special districts.
- Ability to analyze information, creatively explore alternative approaches, and develop defensible policy positions.
- Excellent communication skills and the ability to write accurate, complete, and concise staff reports and correspondence.

Eligibility: Individuals on the Coastal Program Manager list are eligible to apply. Current or former State employees with transfer or reinstatement rights at the Coastal Program Manager level are also eligible to apply. (Please note that in order to be eligible to transfer/reinstate, applicants **must** meet the minimum qualifications of the Coastal Program Manager classification) All applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

SALARY: Coastal Program Manager \$5,688– \$7,068 per month

CONTACT: For information about the position: Steve Hudson, Deputy Director, at (805) 585-1800

For information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free (866) 831-2540

FILING: This position will be open until filled so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be offered. Submit a current resume and State Application Form 678 (put job title for this position in the Examination or Job Title section) and writing sample to:

HUMAN RESOURCES OFFICE
CALIFORNIA COASTAL COMMISSION
45 Fremont Street, Suite 1930
San Francisco, CA 94105–2219
(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

FOR MORE INFORMATION ABOUT THE COMMISSION, WHAT WE DO, AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE QUESTIONS, YOU MAY E-MAIL US OR CALL THE ABOVE NUMBERS.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

California Relay Service for the Hearing Impaired call 711